



**Office of Kansas Governor
Federal and Other Grants Program**

**S
D
F
S
C
A**

**Governor's
Discretionary Portion
Of The Federal Safe &
Drug-Free Schools &
Communities Act Grant**

**Fiscal Year 2007
Grant Application**

APPLICATION DEADLINE:

RECEIVED BY 5:00 P.M. SEPTEMBER 18, 2006

**OFFICE OF THE GOVERNOR
KATHLEEN SEBELIUS
FEDERAL AND OTHER GRANTS
PROGRAM**

**GOVERNOR'S DISCRETIONARY PORTION
OF THE FEDERAL SAFE & DRUG-FREE
SCHOOLS & COMMUNITIES ACT GRANT
APPLICATION**

FIVE APPLICATIONS (ONE ORIGINAL AND FOUR COPIES)
SHOULD BE FORWARDED TO THE GOVERNOR'S GRANTS PROGRAM
LANDON STATE OFFICE BUILDING, 900 SW JACKSON, ROOM 304 N, TOPEKA, KS 66612-1220

APPLICATIONS NOT **RECEIVED** BY 5:00 P.M., **SEPTEMBER 18, 2006** WILL NOT BE ACCEPTED

**PLEASE DO NOT CALL CONCERNING THE STATUS OF THE APPLICATION.
YOU WILL BE NOTIFIED IN WRITING.**

GUIDELINES

GOVERNOR'S DISCRETIONARY PORTION OF THE FEDERAL SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT

FUNDING PERIOD OCTOBER 1, 2006 THROUGH SEPTEMBER 30, 2007

The Federal Safe & Drug-Free Schools & Communities Act of 1994 (Title IV of The Elementary and Secondary Education Act of 1965) was reauthorized by the No Child Left Behind Act of 2001 (PL101-110). The purpose of the Federal Safe & Drug-Free Schools & Communities Act (SDFSCA) is to support programs that prevent violence in and around schools; prevent the illegal use of alcohol, tobacco and drugs; involve parents and communities; and coordinate with related Federal, State, school and community efforts and resources to foster a safe and drug-free learning environment that supports student academic achievement. The Governor's Grants Program also defines prevention as the "active process that creates and rewards conditions that lead to healthy behaviors and lifestyles."

Funds may be used to award grants to community, faith based and non-profit organizations and public programs of drug and violence prevention and early intervention activities in which mentoring is used to address these activities. Applicants must demonstrate the quality of the program or activity proposed and how the program or activity meets the Principles of Effectiveness.

All grant applicants must base their grant activities on the following **Principles of Effectiveness**:

1. An assessment of objective data regarding the incidence of violence and illegal drug use in the elementary and secondary schools and communities to be served, including an objective analysis of the current conditions and consequences regarding violence and illegal drug use, including delinquency and serious discipline problems among students who attend such schools (including private school students who participate in the drug and violence prevention program) as determined by local assessment or evaluation activities;
2. An established set of performance measures aimed at ensuring that the elementary and secondary schools and communities served by the program have a safe, orderly and drug-free learning environment;
3. Scientifically based research that provides evidence that the program to be used will reduce violence and illegal drug use;
4. An analysis of the data reasonably available at the time, of the prevalence of risk factors, including high or increasing rates of reported cases of child abuse and domestic violence; protective factors, buffers and assets; or other variables in schools and communities in the State identified through scientifically based research; and
5. Include meaningful and ongoing consultation with and input from parents in the development of its program.

Priority will be given to mentoring program activities that prevent illegal drug use and violence for:

1. Children and youth who are not normally served by the State educational agencies or local educational agencies; or
2. Populations that need special services or additional resources, such as youth in juvenile detention facilities, runaway or homeless children and youth, pregnant and parenting teenagers and suspended or expelled students.

“Research shows that youth who participate in mentoring relationships experience a number of positive benefits. These benefits include better attendance and attitude toward school, less drug and alcohol use, improved social attitudes and relationships, more trusting relations and better communication with parents and a better chance of going on to higher education.” (*Mentoring: A Promising Strategy for Youth Development Child Trends, 2002*).

Definition of Mentoring:

Mentoring is a consistent, structured, stable relationship between youth and a caring role model(s) that:

- Involves regular, ongoing, and ideally face-to-face meetings; and
- Is focused on developing the character, capabilities and confidence of the young person(s).

In order to give every Kansas child access to a quality mentoring program, mentoring services throughout the state must be expanded. This grant would be awarded to a program that can provide mentoring services to communities that are currently underserved. This may include the development of a new program or expansion of services by an existing program, with priority given to collaboration which increases the use of mentoring services. The applicant should identify how it is reaching an underserved area and describe the mentoring service that will be used.

Applicants must demonstrate how it will meet the following goal by its mentoring activities: All students will be educated in learning environments that are safe, drug-free and conducive to learning. The ultimate goal of mentoring is to decrease risk factors (substance abuse, violent behavior, etc.) and increase protective factors (pro-social bonding to help schools, communities and families be safe and drug free.

LIMITATIONS OF FUND USE

1. These grant funds shall not supplant other federal, state or local funds already being allocated for the grant project purposes listed above.
2. Equipment and hardware are unallowable unless necessary and essential to the grant project's success.
3. General salaries and personnel costs are unallowable unless necessary and essential to the grant project's success.
4. Construction, land acquisitions and vehicles are unallowable costs.
5. The use of grant project funds is prohibited for projects that offer a low probability of reducing drug abuse and violence, as determined by fiscal and program audits and grant project compliance reviews.
6. The use of grant project funds to pay for costs incurred in applying for, administering, or auditing the grant is not allowed. Similarly, indirect costs are not allowed.
7. Because of such limited funding, items pertaining to the area of magazine subscriptions, membership dues, etc., will not be allowed. Similarly, funds for training will not be allowed unless necessary and essential to the grant project's success and must take place in Kansas.

GRANT APPLICATION DEADLINE

Each grant proposal must be submitted to the Governor's Grants Program and **received by 5:00 p.m. September 18, 2006.** Applications may be mailed to Governor's Grants Program, Landon State Office Building, 900 SW Jackson, Room 304 N, Topeka, KS 66612-1220.

GRANT PROJECT PERIOD AND AWARD AMOUNT

Each grant project funded under this grant program shall be for a period of 12 months from October 1 to September 30. Any funds not expended by September 30, 2007, must be returned to the Governor's Grants Program.

REPORTING REQUIREMENTS

The following reports are required if funding under the Governor's Discretionary Portion of the Federal Safe and Drug-Free Schools and Communities Act is received:

1. The monthly expenditure report, Financial Status Report Form, provides fiscal information on the actual expenditures during the month. Monthly reimbursements are made based on this expenditure report. These reports are due 25 days following the end of each month.
2. The quarterly Grant Project Narrative Report provides a narrative description of the activities provided with grant funds and is due 25 days following the end of each quarter.
3. The Grant Project Statistical Report provides statistical information during the grant project period and is due 25 days after the end of the grant project period.
4. The Governor's Grants Program staff will conduct grant project analysis and on-site grant compliance reviews.
5. Any other reporting procedures which may be required by the federal government or the Governor's Grants Program.

Copies of receipts must be maintained at the local level for a period of five years past the close of the grant project period.

GRANT REVIEW COMMITTEE

A grant review committee may assist the Governor's Grants Program staff in determining grant awards for the Governor's Discretionary Portion of the Federal Safe and Drug-Free Schools and Communities Act.

REVIEW OF APPLICATIONS

Each grant application will be evaluated using the following criteria:

1. Record of successful implementation of programs and activities that serve youth and families;
2. Documentation and understanding of a problem as it relates to drug use and violent behavior;
3. Quality of the needs assessment in terms of proposed services for youth and families;
4. Demonstration of clear, measurable and appropriate grant project objectives, consistent with the evaluation criteria outlined in the grant application instructions;
5. The efficacy of evaluative components, both programmatic and fiscal;
6. Community support and collaboration for the SDFSCA proposed grant project;
7. Relevant budget information;
8. Receipt of other federal, state or local funding; and
9. Grant project meets the Principles of Effectiveness criteria.

INSTRUCTIONS

ATTENTION

Please read the following before completing and submitting the GOVERNOR'S DISCRETIONARY PORTION OF THE FEDERAL SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES ACT grant application.

Please submit the application and the attached forms typed or word processed in Times New Roman 12 point font size or larger.

Due to the competitive nature of the grant award process, applications that are incomplete or not submitted correctly will not be considered for a grant award.

An incomplete application means the following:

- < Application is missing information;
- < Incorrect forms were used;
- < Application is not in the correct order; or
- < Insufficient number of copies submitted.

GENERAL INSTRUCTIONS

Submit the application and the attached forms typed or word processed in Times New Roman 12 point font size or larger. Use the attached forms where applicable. Keep the information as brief as possible and explanatory statements clear and concise. Staple applications in the upper left-hand corner and number all pages in the bottom right-hand corner. The first two pages have been numbered. **Do not submit any items not specified in the Summary of Contents (i.e. pictures, news articles, letters of support) . Do not include covers, appendices, fancy bindings, artwork, brochures, etc.** These items will be removed prior to the review.

#1

GENERAL INFORMATION FORM

#2

SUMMARY OF CONTENTS FORM

#3

PRIOR ACCOMPLISHMENTS

Directions: Please share specific agency accomplishments over the previous 12-month period, specifying dates used. Include the number of youth and families served by the agency. Describe any evaluations conducted and explain the results. If currently receiving SDFSCA funds, report the number of youth and families served by the grant project, specifying what reporting period the numbers represent. Describe evidence of the success of the grant project, including progress made toward achieving grant project goal(s) and objectives.

*** Please note, sections 4, 5, 6, 7 and 8 are related. The general goal(s) and measurable objectives of the proposed grant project should be directly related to the results of the needs assessment. The grant project's evaluation plan should be used to demonstrate progress made toward achieving the goals and objectives.**

#4

PROBLEM STATEMENT AND NEEDS ASSESSMENT

Directions: The submission of an application presumes there is a definable problem, which will be solved either in whole or in part with the grant project for which grant funds are being requested.

As other agencies are competing for limited resources, please document as extensively and factually as possible the definition of the problem in the applicant's service area and its severity. The responsibility in this section is to clearly and concisely define the problem using facts and statistics which support the contention that there is, in fact, a serious problem in the community which grant funds can help solve. Please include the needs assessment which was used to develop the problem statement, such as agency service activity, school data, law enforcement reports, assessing the community, input from clients or beneficiaries of the agency, etc. If the applicant is comparing local data to state or national data, information should be included to either establish the need locally or describe why the local community is limited in resources to address the problem, etc. **Please cite the resources used to obtain the data submitted establishing a need for grant funds and include**

the number of youth and families the applicant projects to serve with these grant funds. If the request for funds has increased from the previous year's request, be sure to explain the need for additional funds and explain what additional services will be provided.

#5

PRINCIPLES OF EFFECTIVENESS

Directions: Explain how this grant project meets the Principles of Effectiveness criteria as outlined on page one and two of the grant Guidelines.

#6

PROPOSED GRANT PROJECT GOAL(S)

Directions: State the goal(s) of the proposed grant project for which the applicant is requesting funds. This should not be the goal(s) of the agency as a whole. However, the goal(s) for the grant project should be consistent with the mission and overall goals of the agency, as well as the results of the needs assessment. Applicants who receive funding will be expected to report progress at the local level on how it meets the overall goal described on page five of the application.

#7

PROPOSED GRANT PROJECT OBJECTIVES

Directions: List the objectives to be accomplished in order to reach each goal listed. Objectives should be expressed in terms of alleviating the problem identified through the needs assessment and of reaching the proposed grant project goal(s). Objectives should be specific, measurable, realistic, and consistent with the goal(s) of the grant project and cover a single event or outcome. Include the activities for each objective and a timetable to complete each activity.

Follow the format below when writing the grant project goal(s) and objectives.

Example: Goal I: Teen drug involvement in Springfield will decrease through mentoring activities.

Objective	Activities	Person Responsible	Time Frame
1. Coordinator for mentoring program will be hired.	1. Job notice will be posted. Interviews will be conducted.	1. Program Director	1. October 1, 2006 - December 31, 2006.
2. Drug use among junior high students will decrease by 5%. Baseline number gathered from 2006 KCC survey results.	2. (a) Mentor program will be implemented. (b) Mentees will participate two times a week.	2. Coordinator	2.(a) by November 1, 2006 (b) November 1, 2006 – September 30, 2007.
3. Youth ages 8 – 15 will participate in the mentor program.	3. Mentors and Mentees will meet once a week.	3. (a) Coordinator (b) Mentors	3.(a) By December 31, 2006. (b) January 1, 2007-September 30, 2007; Progress will be monitored monthly.

#8 **PROPOSED GRANT PROJECT MONITORING AND EVALUATION**

Directions: Describe the procedure for monitoring the proposed grant project. These are the activities occurring on a periodic basis during the grant project period, which determines whether the grant project objectives are being implemented according to the time frame provided. Who will track the proposed grant project throughout the grant project period, what data will be collected, and how will the information that is monitored be used to encourage success of the proposed grant project?

Describe the criteria that will be used to evaluate the effectiveness and quality of services provided through the proposed grant project. The evaluation should be designed to provide an objective assessment of the effectiveness or input of the proposed grant project. Specify the procedures to be used and how the information/data collected will be used to improve the proposed grant project. At a minimum, explain how the proposed objectives will be measured and how it will be determined whether the grant project is effectively and efficiently reaching the proposed goal(s) and objectives. It should be noted that the applicant will be required to show how well the grant project was implemented and if it achieved the results expected based on the evaluation.

#9

PROPOSED GRANT PROJECT STAFFING PATTERN

Directions: Describe the staffing pattern that will be utilized to meet the proposed grant project goal(s), objectives and evaluation. Include all persons responsible for achieving proposed objectives as well as the supervisors of those individuals. Also include staff responsible for monitoring and evaluating the proposed grant project's progress.

#10

PROPOSED GRANT PROJECT COLLABORATION

Directions: Grant funds are maximized when community agencies work together at all levels; therefore funding priority shall be given to communities that demonstrate and maintain true collaboration. Please describe how the proposed grant project will maximize grant funds by fostering collaboration among units of government and other organizations. Describe the steps that have been taken toward collaborative partnerships within the community and how that collaboration will continue throughout the grant project period. How will the applicant cooperate with other stakeholders within the community? Please list the contact person for each agency the proposed grant project will collaborate with in pursuing the goals and objectives. Duplication of services and resources is one sign that adequate community collaboration is not occurring. Please identify whether the proposed grant project provides an unduplicated service to community residents.

#11

UNDERSERVED POPULATIONS

Directions: Define the underserved population identified in the applicant's community. Provide the applicant's plan to reach and provide services to the underserved populations including those underserved because of ethnic, racial, or cultural background; language diversity; people with disabilities; geographic isolation; etc.

#12

CIVIL RIGHTS CONTACT INFORMATION

Directions: Applicants must include the name, address and telephone number of a civil rights contact person who has lead responsibility in ensuring that all applicable civil rights requirements are met and who acts as liaison in civil rights matters.

#13

BUDGET SUMMARY FORM

Directions: Complete the Budget Summary Form as accurately as possible. All amounts should be rounded off to the nearest whole dollar. The request should be reasonable to reach the proposed goal(s) and objectives. When listing Personnel positions, **circle after each position whether it is a new position (N) or an existing position (E) to the agency. If the position is existing and not previously supported by this grant program, it is the applicant's responsibility to explain in the budget narrative how the request is not supplanting. Each position has only one title.** Use only the official title on the Budget Summary Form and in the Budget Narrative. Please state any new job duties or functions in the Budget Narrative.

BUDGET NARRATIVE

Directions: Describe in detail each item listed in the Budget Summary Form. Please state any new job duties or functions of personnel listed. **Show all calculations used to arrive at each line item request.** For example, for items such as personnel, show the annual salary rate and the percentage of time devoted to each personnel position to be paid for with these funds. For fringe benefits, show the specific rate being applied, etc. If the position is not for the 12-month grant period, prorate the salaries and fringe benefits to reflect the same time frame used in the goals(s) and objectives.

Use the following format when writing each budget category in the budget narrative. An example is provided.

Example:

Name/Position or Item with Description	Purpose	Location, if applicable	Computation	Request
Personnel: Mentor Coordinator	Coordinator will implement mentor program in two communities not currently served.		\$12.00 per hour x 1914 hours (2080 hours/year x 11/12 of a year)	\$ 22,968
Fringe Benefits: FICA			22,968 x 7.65%	\$ 1,757
Travel: * Two Communities	Development of Mentor Activities	Kansas City, KS	960 miles x .37	\$ 355

***Please note that for purposes of this application and grant program, SDFSCA grant funds will not be used to reimburse mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per their agency policy, the applicant should be aware that no grant funds administered by the Governor's Grants Program can be used to make up the difference.**

****Please note that for purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.**

#15

CURRENT FISCAL YEAR AGENCY BUDGET

Directions: Submit the applicant's current fiscal year budget, including balanced **income and expenses**. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, government agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include the appropriate pro-rated portion of this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses.

Example of Income Budget:

SOURCE:	AMOUNT:	STATUS:	DATE:
City of Topeka	\$10,000	Projected	7/06
United Way	5,000	Received	5/06
Walk-A-Thon	500	Collected	2/06
SDFSCA-GOV	<u>25,042</u>	Requested	7/06
Total Agency Income	\$40,542		

#16

NEXT FISCAL YEAR AGENCY BUDGET

Directions: Submit the applicant's next fiscal year budget, including balanced **income and expenses**. If the applicant is under the umbrella of a larger entity, submit the budget developed for the applying program. Agency income should list **all** sources of financial support (i.e. foundations, governmental agencies, fund-raising events, individual contributions, etc.). For each income source, state the amount and its status (received, requested, committed, or projected). If the income is requested or projected, state the date the agency expects to be notified of the funding decision or the date the agency anticipates to collect the income. Be sure to include this grant application request as budgeted income with a "requested" status. Also, be sure that all line items being requested in this application can be found in the agency's budget for expenses. Follow the same example as above.

#17

THREE LETTERS OF SUPPORT

Directions: If the applicant is **a not for profit, community or faith based organization**, submit **three** current letters of support from the applicant's local community.

#18

PROOF OF 501(C) STATUS

Directions: If the applicant is **a not for profit, community or faith based organization**, submit proof of the agency's exempt status as determined by the Internal Revenue Service.

#19

SECRETARY OF STATE REGISTRATION

Directions: If the applicant is a **not for profit, community or faith based organization**, submit a **current** (less than one year old) copy of the agency's Certificate of Good Standing with the Kansas Secretary of State's Office, (785) 296-4564.

#20

STATE AND FEDERAL CERTIFICATION FORMS

Directions: Thoroughly read, sign and date the attached certification forms.

#21

CURRENT AUDIT REPORT

Directions: **If the applicant is a not for profit, include one copy of a current audit report and provide information on local audit procedures.** Include with the audit the Auditor's Letter to Management if applicable. If there are any findings and/or recommendations stated in the audit report or in the Letter to Management, also include a written explanation stating how the findings and/or recommendations were, or will be, addressed by the applicant.

If the agency is a city or county government, a current audit does not need to be submitted. However, governmental agencies must include information on who performs the audit, what period it covers, when the last audit was completed and where the audit is filed.

If the Governor's Grants Program has previously received a copy of the most current audit report, please state this in the application and include information on what period was covered, who did the audit, and when it was done.

ATTACHMENTS

GENERAL INFORMATION FORM

SUMMARY OF CONTENTS FORM

BUDGET SUMMARY FORM

STATE & FEDERAL CERTIFICATION FORMS